



## PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address. The Teacher Certification office will mail your certificate to the address that you provide. If you have held Alaska certification prior to this application and your name has changed, you will need to submit a photocopy of a legal document verifying the change with your application packet.

#### BACKGROUND INFORMATION

Answer the questions one through eight (1-8) carefully and completely. Answer "yes" or "no" to questions one through six (1-6) as they apply to you. If the answer to any of these questions is "yes," provide a written, detailed explanation of the incident and sign it. It is not necessary to provide a written explanation of a minor traffic violation. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving Under the Influence (DUI).

If you answer "yes" to question seven (7) or eight (8), provide the information requested.

If a signed, detailed explanation is not provided for any "yes" answers to questions one through six (1-6) or if your explanation is not signed, your application will be returned unprocessed.

Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.

#### **ETHNICITY**

Check the box that most appropriately applies to you. Definitions for each choice are provided.

#### CERTIFICATION SELECTION & REQUIREMENTS

Check the box next to the Administrative certificate (Provisional, Regular, or Reemployment) for which you are eligible to apply. Use the list of requirements for all applicants and the list of requirements under each certificate description to determine your eligibility.

If you are applying for the Special Education Administrator endorsement, check the box next to the type of Administrative certificate (Type B or Type F) for which you are eligible.

Applicants must meet additional requirements for an administrative certificate with a special education administrator or superintendent endorsement. Read the information in the Endorsement Requirements box below to determine if you are eligible for these endorsements.

# **RECORD OF TRAINING**

List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s). Community college and transfer credits must be included. Attach an additional sheet of paper if necessary. Official transcripts of all academic work completed must be submitted with the application. Your official transcripts must show the completion of at least a master's degree from a regionally accredited university to qualify for administrative certification. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application.

If you have completed the required Alaska multicultural, Alaska studies and recency credit coursework, provide the requested information. If you have not completed the coursework, indicate the courses you plan to take and the anticipated dates of completion.

Official transcripts and/or foreign evaluations may be opened, but not marked on in any way. Unofficial, photocopied, electronic or faxed transcripts or evaluations will not be accepted.

Do not request universities to submit transcripts directly to the Teacher Certification office. If your application packet is missing any of your transcripts, your application will be returned unprocessed.





#### **POSITIONS HELD**

List all previous and current certified educational positions held. Provide all the information requested concerning each position. Attach an additional sheet of paper if necessary.

Administrative certification requires at least three (3) years or three (3) FTE of employment as a certified teacher or special service provider. If you are using certified employment from outside of Alaska to satisfy this requirement, you must include a copy of your out-of-state certificate with your application packet.

Calculating the Full Time Equivalency (FTE) For a full-time position lasting a full school year, the FTE would equal one. For a half-time position lasting a full school year, the FTE would equal 0.50 or one half. For a half-time position lasting for half a school year, the FTE would be 0.25 or one quarter. To satisfy this requirement, the applicant must provide a list of positions that total the required FTE. Substitute positions cannot be used to satisfy this requirement.

Employment Outside of Alaska If any of the positions you are using to satisfy the employment requirements were held in a state other than Alaska, a copy of your teacher, administrative or special services certificate from the state where the employment was completed must be included with your application. The out-of-state certificate must have been valid during the employment period.

If your application does not provide sufficient evidence of the required certified employment, your application will be returned unprocessed.

## PREVIOUS ALASKA CERTIFICATION

Check the box next to the statement that describes your Alaska certification status. If applicable, provide the requested information concerning your previous Alaska administrative certificate(s).

#### OUT-OF-STATE CERTIFICATION

Check the box next to the statement(s) if it describes your situation. If applicable, include the required out-ofstate certificate in your application packet.

## REQUESTED ENDORSEMENTS

Endorsements will only be granted if they have been requested in this section of the application. List all endorsements that you are requesting to be on your certificate. When requesting an endorsement, indicate endorsement area and grade level if applicable.

Requesting an endorsement does not guarantee that the endorsement will be granted. Endorsements will only be granted based on Alaska's endorsement requirements.

# **Additional Endorsement Requirements:**

Superintendent endorsement: In addition to the completion of a superintendent state-approved program, a superintendent endorsement requires a minimum of five (5) years or five (5) FTE of employment as a certified teacher or school administrator in an elementary or secondary program. Of those five years, at least three years or three (3) FTE of employment must be as a certified teacher and one (1) year or one (1) FTE of employment must be as a certified administrator.

Special Education Administrator endorsement on an Administrative Certificate (Type B): In addition to the completion of a special education administrative state-approved program, a special education administrator endorsement on a Type B administrative certificate requires three (3) years or three (3) FTE of employment as a certified teacher in an elementary or secondary program.

Special Education Administrator endorsement on a Special Education Administrative Certificate (Type F): In addition to the completion of a special education administrative state-approved program, a special education administrator endorsement on a Type F administrative certificate requires three (3) years or three (3) FTE of employment as a certified school counselor, speech pathologist, or school psychologist in an elementary or secondary program. The Special Education Administrative certificate (Type F) only qualifies the holder to be employed as a Special Education Administrator in an Alaska public school. It does not make the holder eligible to be employed as a special education teacher or a school principal in an Alaska public school.

If the requested endorsement section is not completed, your application will be returned unprocessed.



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### **FEE SCHEDULE**

The application fee is \$125.00. The fingerprint card processing fee is \$66.00. If you are required to provide a fingerprint card, submit a total of \$191.00. You may pay with a cashier's check, money order, credit card or debit card (Visa, Discovery or MasterCard). Fees are non-refundable. Personal checks will not be accepted.

Cashier's checks or money orders must be made payable to the Alaska Department of Education & Early Development (EED). If paying by credit or debit card, complete all the information in this section, including the name on the card and the cardholder's signature.

If your application is submitted with a personal check or without a valid form of payment, your application will be returned unprocessed.

#### FINGERPRINT CARD CHECKLISTS

One (1) complete fingerprint card is a requirement for all applicants for certification, with a few exceptions. If you are required to submit one (1) fingerprint card, Form FD-258 or similar, with your application, use the checklist to make sure that all the required information on the fingerprint card has been completed.

If you cannot obtain a fingerprint card locally, email the Teacher Certification office at tcwebmail@alaska.gov to request a card be sent to you. More information and instructions can be found at http://www.eed.state.ak.us/TeacherCertification/fingerprints.html.

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

### Fingerprint card exceptions:

If you currently hold an Alaska teacher or special services certificate and are currently employed in a certified position in an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.

If you have submitted a fingerprint card for a background check to the Teacher Certification office in the previous six months, you may be eligible to use your previous background check for this application.

If you have any questions concerning employment verification or a previous background check, email the Teacher Certification office at tcwebmail@alaska.gov.

If your application is submitted without a complete fingerprint card or an acceptable alternative, your application will be returned unprocessed.

## REQUIREMENT CHECKLISTS

You must satisfy all requirements listed in this section in order to qualify for certification. You must include all the items on the checklists that apply to the type of certificate for which you are applying in a single application packet. Review your application packet for completeness before submitting it to the Teacher Certification office.

you have questions about the requirements. email the Teacher Certification office tcwebmail@alaska.gov.

If you have not met all of the requirements listed in this section or your application packet is missing any of the required items or any item is incomplete, your application will be returned unprocessed.

### IMPORTANT NOTES

Read the important notes that are associated with the type of certificate for which you are applying. When you sign the notarization section, you will attest that you understand the requirements that will need to be met to maintain your Alaska certification.





### NOTARIZATION

The application must be signed and dated by the applicant in the presence of a Notary Public or Postmaster. The application must be notarized by a certified Notary Public. If a Notary Public is not available to you, a Postmaster may sign, date, and stamp this affidavit.

If any portion of this section is incomplete, your application will be returned unprocessed.

## INSTITUTIONAL & STATE RECOMMENDATIONS

You must submit an Institutional or a State Recommendation form with this application. These forms are located on pages 11-14. Use only the form that applies to your situation.

The appropriate form must first be sent to the university or state agency where you completed a stateapproved preparation program. More detailed directions on the completion of these forms can be found on page 11.

Out-of-State Certificate: If you are applying with a State Recommendation, you will need to include an official, regular certificate issued directly from that state's Department of Education where you completed your administrative program. Photocopies will not be accepted. If the state's Department of Education that issued your Out-of-State certificate only provides electronic certificates, send a printout of the certificate from the website and provide the web address where the Teacher Certification office can verify the status of your Out-of-State administrative certificate.

If your application packet does not include an Institutional or a State Recommendation and an official, regular administrative certificate from the state where you completed your program, your application will be returned unprocessed.

### MAIL YOUR APPLICATION

Mail a single application packet with all of the required items to the Teacher Certification office at the following address:

> **Department of Education & Early Development Teacher Education & Certification** 801 West 10th Street, Suite 200 PO Box 110500 Juneau, AK 99811-0500

If an item is missing or incomplete, your application packet will be returned unprocessed to the address you provide in the personal information section of your application.

If you would like your original documents (i.e. Out-of-State certificate) returned, you must include a selfaddressed, stamped envelope with your application packet.





PERSONAL INI	FORMATION (See instr	ructions on page 1)		
LAST NAME	FIRST NAME	M.I.	SOCIAL SECURITY NUMBER	
MAILING ADDRESS		CITY	STATE ZIP CODI	E
HOME PHONE NUMBER		WORK OR MOBILE PHONE NUMI	BER GENI	DER
THOME THOME NOWIDER		WORK OR WOBILE I HONE NOW	JEIN GEINI	
HOME EMAIL ADDRESS				
-	-			
BIRTHDATE (MM-DD-YYY	Y)	FORMER LAST NAME(S)	HIGHEST EDUCATIONA	AL DEGREE
BACKGROUND	INFORMATION (Se	e instructions on page 1)		
	ng questions carefully and planation of the incident		er "yes" to any of the questio	ns 1-6, provide a
□YES □NO			aw, except for minor traffic viola Driving Under the Influence (DL	
□YES □NO 2		any outstanding criminal char state, province, territory, and	ges or warrants of arrest pendii l/or country.	ng against you?
□YES □NO 3	jurisdiction? If "yes," on		icate or license issued to you b st the agency, including comple estigation or inquiry.	
□YES □NO 4			certificate or license? (Adverse tions, voluntarily surrenders, or	
□YES □NO 5	inquiry by any certificat	ion or licensing agency for all agency, including complete a	of any certificate or licensing in legations of misconduct? If "yes ddress and telephone number a	s," on a separate
□YES □NO 6	6. Have you ever been de country.	enied certification? This woul	d include any state, province, te	erritory, and/or
	to any of the questions abo		ailed explanation here. If you nee	ed additional space,
provide the explanation	in on a separate sheet of pap	or and sign is		
□YES □NO	7. Have you ever held a to		ecial services certificate in anot	her state?
STATE	EXPIRES:	STATE	EXPIRES	
□YES □NO	8. Are you currently under If yes, complete the follows:		d a contract with a public schoo	ol district in Alaska?
Alaska public school	ol district:	, b	eginning contract date:	



## ETHNICITY (See instructions on page 1)

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☐ Alaska Native ☐ Asian or Pacific	Alaska Native: Any person having origins in any of the original peoples of Alaska, and who maintains cultural identification through tribal affiliation or community recognition. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.
Islander  African American	Asian or Pacific Islander: Any person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands
Hispanic	and Samoa.
Caucasian	African American: (Not of Hispanic origin); any person having origins in any of the Black racial groups of Africa.
American Indian/ Native American	Hispanic: Any person of Mexican, Puerto Rican, Cuban, Central American, or other Spanish culture or origin, regardless of race
Other	Caucasian: (Not of Hispanic origin); any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
	American Indian/Native American: Any person having origins in any of the original peoples of North America (not including Alaska), and who maintains cultural identification through tribal affiliation or community recognition.

# CERTIFICATE SELECTION & REQUIREMENTS (See instructions on page 1)

Check the box(es) next to the type of certificate for which you are applying. If you are applying for the Special Education Administrator endorsement, check the box next to the type of Administrative certificate (Type B or Type F) for which you are eligible.

**REQUIREMENTS FOR ALL APPLICANTS:** To be eligible for an Administrative certificate, all applicants must have completed the following:

- ❖ A state-approved school administrative preparation program
- ❖ A master's degree or higher from a regionally accredited university
- ❖ At least three years of employment as a certified teacher or a certified special service provider in an elementary or secondary program

#### ■ PROVISIONAL/2-YEAR

 Never held a Provisional Alaska administrative certificate

-and-

Not eligible for reinstatement of a Regular administrative certificate

## ☐ REGULAR/5-YEAR

- Official transcripts showing:
  - 3 semester hours of approved Alaska studies coursework
  - 3 semester hours of approved Alaska multicultural coursework
  - o 6 semester hours of recency credit

# ☐ REEMPLOYMENT/1-YEAR

- Has never held an Alaska Reemployment administrative certificate
- Held an Alaska administrative certificate that was valid for at least two years
- Not eligible for reinstatement of a Regular administrative certificate
- Held an regular or provisional certificate that expired more than one year prior to application

### **ENDORSEMENT REQUIREMENTS**

SPECIAL EDUCATION ADMINISTRATOR ENDORSEMENT

- ADMINISTRATIVE CERTIFICATE (TYPE B) To be eligible for an Administrative certificate (Type B) with a Special Education Administrator endorsement, an applicant must have satisfied the requirements of a provisional or regular administrative certificate, have 3 years of employment as a certified teacher and have completed a state-approved Special Education Administrative program.
  - SPECIAL EDUCATION ADMINISTER CERTIFICATE (TYPE F) To be eligible for an Administrative certificate (Type F) with a Special Education Administrator endorsement, an applicant must have satisfied the requirements of a provisional or regular administrative certificate, have 3 years of employment as a certified school counselor, speech pathologist, or school psychologist, and have completed a state-approved Special Education Administrative program. The Special Education Administrative certificate (Type F) only qualifies the holder to be employed as a Special Education Administrator in an Alaska public school. It does not make the holder eligible to be employed as a special education teacher or a school principal in an Alaska public school.

### SUPERINTENDENT ENDORSEMENT

To be eligible for a superintendent endorsement, an applicant must satisfy the requirements of a provisional or regular administrative certificate, have completed a state-approved superintendent program and have 5 years of employment as a certified teacher or school administrator in an elementary or secondary program. Of those five years, at least 3 years of employment must be as a certified teacher and at least 1 year of employment must be as a certified administrator.



# RECORD OF TRAINING (See instructions on page 1)

List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s). Community college and transfer credits must be included. Attach an additional sheet of paper if necessary.

DEGREE(S) EARNED	COLLEGE OR UNIVERSITY	CITY, STATE	MAJOR/PROGRAM	YEARS ATTENDED

Indicate the college or university where you have met or plan to meet the following coursework requirements.

REQUIREMENTS	COLLEGE OR UNIVERSITY	COURSE NUMBER(S)	DATE OR ANTICIPATED DATE OF COMPLETION
Three (3) semester hours of <u>APPROVED Alaska</u> studies coursework			
Three (3) semester hours of APPROVED Alaska multicultural coursework			
*Six (6) semester hours or nine (9) quarter hours of credit earned within the past five years.			

<sup>\*</sup>If completed in the past five years, the Alaska studies and Alaska multicultural coursework can be used to meet the recency requirement.

## POSITIONS HELD (See instructions on page 2)

List all previous and current certified educational positions below. Provide all the information requested concerning each position. Attach an additional sheet of paper if necessary.

SCHOOL YEAR(S)	DAYS PER YEAR	SCHOOL OR DISTRICT NAME	CITY, STATE	POSITION TITLE	SCHOOL/DISTRICT PHONE NUMBER	FULL TIME EQUIVALENCY

# PREVIOUS ALASKA CERTIFICATION (See instructions on page 2)

Indicate which statement describes your Alaska certification status.

		i nave	never	neid	an	Alaska	admii	nıstratıv	e ce	ertifica	te.
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I have held the following Alaska administrative certificates with the issue dates indicated below:

Certificate Type	Issue Date(s)
Provisional/Temporary	
Regular (5-year)	

Certificate Type	Issue Date (s)
Reemployment	
Retired/Lifetime	





			ION (See instructs) that applies to		•			
	I completed a state-approved alternate route administrative preparation program. In my application packet, I am including an original, regular out-of-state administrative certificate from the state where I completed my program.							
<u> </u>								
List a	all requested en ested in this se	dorsements and ction of the appl		alifying en  only req	2) dorsements will o uest endorseme			
	VISIONAL/REG ate Recommen		ements may only	be reques	sted based on yo	ur Institut	ional Recomn	nendation
REEI certif		Endorsements	may only be re	equested	based on your	previous	Alaska adm	inistrative
	ENDORSEMEN	IT AREA	GRADE LEVEL(S)		ENDORSEMENT AREA		GRADE LEVEL(S	<u>5)</u>
1				4				
2				5				
3				6				
The singe order  Cash (EED cardh	application fee rprint card, sub- r, credit card or lier's checks or	mit a total of \$19 debit card (Visa, money orders moredit or debit care.	e fingerprint card 11.00. Fees are n Discovery or Ma	on-refunda sterCard). o the Alask ne informat	g fee is \$66.00.  able. You may pa  Personal check  a Department of  ion below, includi  APPIRATION DATE (MM/YY)  OLDER'S SIGNATUR	ey with a construction of the na	cashier's chec t be accepted n & Early Dev	k, money L
If you	u are required	to submit one (		rd, Form F	ge <b>3)</b> FD-258 or similar on the fingerprint			
	The	technician must	ion below must b he we c r a	e card in the e filled in: eight eight	an. e appropriate spa □hair co □date o □place	olor f birth		

Department of Education & Early Development, Teacher Education and Certification 801 West 10th Street, Suite 200, PO Box 110500 Juneau, AK 99811-0500 Phone: (907) 465-2831 Fax: (907) 465-2441 www.eed.state.ak.us/teachercertification tcwebmail@alaska.gov



# REQUIREMENT CHECKLISTS (See instructions on page 3)

You must include all of the items required for the certificate for which you are applying in a single application packet. If any item is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your application packet. Photocopied/faxed applications will not be accepted.

_	ALL	APPLICANTS
		<b>Complete Application</b> (pages 5 - 10)  Make sure all sections of the application are complete. Mail the complete packet to the Teacher Certification office at the address provided at the bottom of page 4. For additional information, see instructions on page 1 - 4.
		Official transcripts verifying a Master's Degree or higher, from a regionally accredited institution (page 7) Official transcripts reflecting all coursework and degree(s) must be submitted with the application, including community college and/or transfer credit. If you completed your degree outside of the United States, a complete, original foreign evaluation must be submitted with your application. Unofficial, photocopied, faxed, or electronic transcripts or foreign evaluations will not be accepted. (More information on page 1)
		Verification of satisfactory employment in certified educational positions (page 7) The 'POSITIONS HELD' section must list all previous and current certified educational positions. A minimum of three years of experience is required for all administrative certificates. See the specific requirements for the Superintendent and Special Education Administrator (Director of Special Education) endorsements at the bottom of page 2.  -AND- Out-of-State Certificate If any of the positions you are using to satisfy the employment requirements were held in a
		state other than Alaska, a copy of your teacher, administrative or special services certificate from the state where you were employed will need to be included with your application. The out-of-state certificate must have been valid during the employment period. (More information on page 2)
		Institutional Recommendation verifying the completion of state-approved Administrative Preparation
		Program offered by a regionally accredited institution (pages 13-14) The preparing institution must complete the Institutional Recommendation (IR) form. The original form must be included with the application. Photocopies/faxes will not be accepted. (More information on page 11) -OR-
		State Recommendation verifying the completion of a state-approved Administrative Preparation Program offered by the state education agency (pages 15-16)
		The preparing state education agency must complete the State Recommendation form. The <b>original</b> form must be included with the application. <i>Photocopies/faxes will not be accepted.</i> <b>-AND-</b>
		Out-of-State Certificate In addition to a State Recommendation form, include an original, regular administrative certificate issued directly from the state's Department of Education where your completed your administrative program. (More information on page 11)  OR-
ı	_	Foreign Evaluation verifying the completion of an administrative preparation outside of the United States (See <a href="http://www.eed.state.ak.us/teachercertification/forms/Foreign_Evaluation_Info.pdf">http://www.eed.state.ak.us/teachercertification/forms/Foreign_Evaluation_Info.pdf</a> )
	_	<b>Application Fees</b> (page 8)  The application fee is \$125.00. The fingerprint processing fee is \$66.00. If you are required to provide a fingerprint card, submit a total of \$191.00. Fees are non-refundable. You may pay with a cashier's check, money order, or credit or debit card (Visa, Discovery or MasterCard). <b>Personal checks will not be accepted.</b> (More information on page 3)
	<b>_</b>	Fingerprint Card (page 8)
		You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Certification office to request a card be sent to you. Use the <b>Fingerprint Card Checklist</b> to make sure that all required information has been provided.  -OR-
		<b>Employment Verification</b> If you currently hold an Alaska teacher or special services certificate and have been employed in a certified position in an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.
		For Applications During the School Year: Submit employment verification for the current school year.
		<b>For Applications During the Summer Months:</b> Applications submitted prior to July 1st must include employment verification from the previous school year. Applications submitted after July 1st must include employment verification for the following school year.
		A letter from the employing school district personnel department or a photocopy of your fully signed contract can be used for employment verification. Email the Teacher Certification office at <a href="mailto:tcwebmail@alaska.gov">tcwebmail@alaska.gov</a> if you have any questions.  -OR-
		Previous Background Clearance If you have submitted a fingerprint card for a background check to the Teacher Certification office in the previous six months, email the Teacher Certification office at tcwebmail@alaska.gov to determine if your previous background check can be used for this application. (More information on page 3)
	<b>_</b>	<b>Signature and Notarization</b> (page 8)  The "Notarization" section of the application must be completed. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal. (More information on page 4)
		CONTINUED ON THE NEXT PAGE



DEC	111	TREMENT CHECKLISTS (Combinued)						
KEÇ	ĮŪ.	IREMENT CHECKLISTS (Continued)  REGULAR/5-YEAR						
REGULAR	Official transcripts verifying the completion of 3 semester hours of approved Alaska studies, 3 semester hou							
Г		APPLYING WITH A STATE RECOMMENDATION						
STATE RECOMMENDATION	Official, regular administrative certificate issued by the state where you completed your administrative program. (page 3) If you are applying with a state recommendation, include an official, regular administrative certificate issued directly from that state's Department of Education where you completed your administrative program. Photocopies will not be accepted. If the state's Department of Education that issued your Out-of-State certificate only provides electronic certificates, send a printout of the certificate from the website and provide the web address where the Teacher Certification office can verify the status of your regular, Out-of-State administrative certificate. (More information on page 1)							
Γ		REEMPLOYMENT/1-YEAR						
RE- EMPLOYMENT	Previous Alaska provisional or regular administrative certificate that has been expired for longer than one year. (page 5) A copy of your expired Alaska administrative certificate must be included with the application. NOTE: If you choose this option, within one year from the date the application is received by the Teacher Certification office, you must meet all requirements and apply for the Regular administrative certificate. (More information on page 2)							
apply of 3 and 6 packethe T as ar REEI When certif	for sem set y each ac MP	or a Regular administrative certificate. In order to be eligible mester hours of approved Alaska studies coursework, 3 semester hours of recency credit. To apply for a Regular your Regular administrative application and your official to cher Certification office. If you do not satisfy these requirements in an Alaska public school when your Provided Hours and Hours	all requirements for and apply for a Regular administrative ply for a Regular administrative certificate, you will no					
		be eligible to be employed as an administrator in strative certificate expires.	n an Alaska public school when your Reemployment					
Your	Re		renew a Regular administrative certificate, you will need to be certificate being renewed. More information concerning the certification/forms/ReneworReinstateCertificates.pdf.					
The a	app be		e presence of a Notary Public or Postmaster. The application ic is not available to you, a Postmaster may sign, date, and					
State	of	Date	I have read the <b>IMPORTANT NOTES</b> concerning the certificate for which I am applying. I understand the					
2.4.0		Date (MONTH/DAY/YEAR)	requirements to maintain my certification. If I do not satisfy the					
		(NAME OF APPLICANT) appeared before me whose	requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a certified					
identi	ficat	tion I have verified on the basis of(TYPE OF PHOTO ID)	administrative position in an Alaska public school.					
		signer of this application and he/she acknowledged that igned it.	I certify under penalty of perjury that the statements made by me in this application are true and correct to the best of my knowledge. Further, I acknowledge that I have read and will adhere to the <b>State of Alaska Code of Ethics of the Education Profession.</b> This becomes part of my official					
(SIGN	ATU	JRE OF NOTARY)	record.					
Mycc	mm	nission evnires:						

SIGNATURE OF APPLICANT

DATE

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You must submit an Institutional or a State Recommendation form with your application. Use only the form that applies to your situation. (See additional information on page 4)

If you completed a state-approved university-based school administrative preparation program, submit the Institutional Recommendation with your application.

If you completed a state-approved alternative (non-university) school administrative preparation program, submit the State Recommendation with your application. If the state's Department of Education that issued your Out-of-State certificate only provides electronic certificates, send a printout of the certificate from the website and provide the web address where the Teacher Certification office can verify the status of your Out-of-State administrative certificate.

If you have completed an administrative preparation program outside of the United States, you will need to submit a complete, orginal foreign evaluation from an approved agency. More information concerning foreign evaluations can be found at <a href="http://www.eed.state.ak.us/teachercertification/forms/Foreign Evaluation Info.pdf">http://www.eed.state.ak.us/teachercertification/forms/Foreign Evaluation Info.pdf</a>.

You may discard the form that does not apply to your situation.

If your application packet does not include an Institutional Recommendation or a State Recommendation and your original, regular out-of-state certificate from the state where you completed your program, your application will be returned unprocessed.

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#### **APPLICANT DIRECTIONS:**

- 1) Complete the APPLICANT INFORMATION section on both pages of the appropriate form.
- 2) Leave the remaining sections of the form blank. The university or state agency must complete all other sections.
- Contact the university or state agency to determine who within the organization has the authority to verify the completion of the state-approved school administrative program.
- 4) If your school administrative program was completed at a university, mail or fax this page of instructions, the list of endorsements (p. 12) and the Institutional Recommendation form(p. 13-14) to the dean or certification officer within the university where you completed your program.

If your school administrative program was completed at a state-approved alternative (non-university) program, mail or fax this page of instructions, the list of endorsements(p. 10) and the State Recommendation form(p. 15-16) to the state official who has the authority to verify your completion of a state-approved alternate school administrative preparation program.

\_\_\_\_\_

#### **UNIVERSITY OR STATE AGENCY DIRECTIONS:**

- 1) Provide all of the requested information in the following sections of the Institutional Recommendation or State Recommendation form provided by the applicant:
  - a. PROGRAM STANDARDS
  - **b. DEGREE INFORMATION** (Instutitional Recommendation Only)
  - c. CLINICAL PRACTICE
  - d. **CERTIFICATION INFORMATION**(State Recommendation Only)
  - e. ENDORSEMENT INFORMATION
  - f. SIGNATURE
  - g. STAMP OR SEAL
- 2) If a stamp or seal is not available, complete all information using blue ink.
- Return the original Institutional or State Recommendation form to the applicant. Photocopies/faxes will not be accepted.

If you have any questions concerning the completion of the Institutional or State Recommendation form, email <a href="mail@alaska.gov">tcwebmail@alaska.gov</a> for assistance.





#### ADMINISTRATIVE ENDORSEMENTS

**PRINCIPAL** SUPERINTENDENT **CURRICULUM ADMINISTRATION** DIRECTOR OF VOCATIONAL EDUCATION SPECIAL EDUCATION ADMINISTRATOR (DIRECTOR OF SPECIAL EDUCATION)

## **GRADE LEVELS**

BIRTH - GRADE 3 GRADES K-3 GRADES 5-8 GRADES 7-10 GRADES 9-12 PRE K – GRADE 3 GRADES K-5 GRADES 5-12 GRADES 7-12 PRE K – GRADE 12 **GRADES K-8 GRADES K-12** 

## ADDITIONAL INFORMATION

## **Director of Special Education**

If you wish to be employed solely as the administrator or director of special education and are not eligible for a special education administrator endorsement, you must possess both a Type B certificate and a teaching certificate endorsed for special education or for a related services specialty to be eligible for employment. (This does not constitute an endorsement.) 4 AAC 12.350

Please note: To be assigned as a classroom teacher in Alaska, you must have a valid teacher certificate (Initial, Professional, or Master). The Type B does not allow the holder to be a classroom teacher.



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Alaska certifies school administrators who have completed state-approved, university-based school administrative preparation programs or state-approved alternative school administrative preparation programs.

This form should only be used if a state-approved, university-based school administrative preparation program was completed. If the applicant has completed a state-approved alternative school administrative preparation program, the state where the program is located must complete a State Recommendation for the applicant.

APPLICANT INFORMATION				
This section is to be completed by the applicant before submission	n to the college/universi	ty. All other	sections are to be	e completed by
the preparing institution's school of education.				
LAST NAME FIRST NAME	MIDDLE INITIAL	COCIAL CECI	IDITY NUMBER	
LAST NAME FIRST NAME	MIDDLE INITIAL	SOCIAL SECO	TRITT NUMBER	
MAILING ADDRESS	CITY	STAT		
The remaining sections are to be completed by the preparing	g institution's school o	of education,	not the applica	nt.
<b>COLLEGE/UNIVERSITY INFORMATION</b>				
Only sign this form if the applicant has completed a state-approincluded a supervised clinical practice and a planned program of stu				
All endorsements listed on this form must be based on the completinclude endorsements based on testing alone.	etion of a state-approve	d program off	fered at your univ	versity. <b>Do not</b>
Your state's requirements for certification and endorsements may applicant has only met your state's requirements for certification university program. Deviations from your institution's approve university letterhead along with supporting documentation.	fication or endorseme	ent, but has	not completed	the approved
PROGRAM STANDARDS	DEGREE INF	ORMAT	ION	
Specify which standards the approved program meets:	Specify the type of a			
NCATE	☐ B.ED	<b>⊔</b> ма	□ мат	ED.D
STATE STANDARDS FROM A NCATE PARTNERSHIP STATE	BS or BA	☐ MS	☐ M.ED	☐ PH.D
STATE STANDARDS FROM A NON-NCATE PARTNERSHIP STATE	CERTIFICATION (		$lacksquare$ other $\_$	
☐ NASDTEC ☐ OTHER	Specify the type of cl program and satisfied	inical practice	required by the s	state-approved
	☐ SUPERVISED ADM			
	☐ SUPERVISED ADM	MINISTRATIVE	EXPERIENCE	
	☐ EVIDENCE OF PR	EVIOUS SCHO	OL ADMINISTRAT	TIVE EXPERIENCE
	THAT SATISFIED	THE CLINICAL	PRACTICE REQU	IREMENT
ENDORSEMENT INFORMATION				
Only select endorsements from Alaska's "List of Endorsements" to by the applicant, contact the Teacher Certification office for a completion of a state-approved program; do not include endorseme	copy of the list. Alaska	a only accept		
ENDORSEMENT AREA GRADE YEAR OF LEVEL(S) COMPLETION	ENDORSEMEN	IT AREA	GRADE LEVEL(S)	YEAR OF COMPLETION
1	4			
2	5			
2	J	<del></del>		
3	6			
By signing below, I verify that the applicant has met all institution areas listed. In addition, I verify that the applicant maintained et				
SIGNATURE OF DEAN OR CERTIFYING OFFICIAL PRINTED NAM		TITLE		DATE

-CONTINUED ON NEXT PAGE-



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TRST NAME FIRST NAME  IGNATURE		М				ᆫ								
GNATURE		ST NAME FIRST NAME MIDDLE INITIAL SOCIAL SECURITY NUMBER												
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AIL ADDRESS														
TAMP OR SEAL														
LLEGE STAMP OR SEAL – IF NOT AILABLE, FORM MUST BE SIGNED IN BLUE INK														
ALDELL, FORTHOST BE STONED IN BEST INK														

Return the Institutional Recommendation to the applicant. Photocopies/faxes will not be accepted.



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This form should only be used if the applicant has completed a state-approved alternate school administrative preparation program. If the applicant has completed a state-approved, university-based administrative preparation program, the preparing university must complete an Institutional Recommendation for the applicant.

<b>APPLICANT INFO</b>	RMATION										
			to the state department of educ	ation. All other s	ections are to be						
completed by the preparing state	te's commissione	r of education.									
	7										
LAST NAME	<u> </u> FIRST NAMI		MIDDLE INITIAL SOCIAL SE	CURITY NUMBER							
EAST WARE			MIDDLE INITIAL SOCIAL SE	- TOMBER							
MAILING ADDRESS			CITY ST	ATE ZIP CC	DE						
The remaining sections are applicant.	to be completed	d by the preparing	state's chief state school offic	cer or certifying	official, <u>not</u> the						
STATE INFORMAT	ION										
supervised clinical practice and	a planned progra	m of study and qual	red alternative administrative profies the applicant for a regular adtion of a state-approved program	lministrative certifi	cate.						
PROGRAM STANDA	APDS		CLINICAL PRACTI	CE							
Specify which standards the sta		gram meets:	Specify the type of clinical practical practic	_	e state-approved						
			program and satisfied by the applicant:								
□ NCATE			SUPERVISED ADMINISTRATIVE INTERNSHIP								
STATE STANDARDS FROM A			SUPERVISED ADMINISTRATIVE EXPERIENCE  EVIDENCE OF PREVIOUS SCHOOL ADMINISTRATIVE EXPERIENCE THAT SATISFIED THE CLINICAL PRACTICE REQUIREMENT								
☐ STATE STANDARDS FROM A☐ NASDTEC	NON-NCATE PAI	RTNERSHIP STATE									
OTHER:			CERTIFICATION I	NEODMATI	ON						
			Indicate the applicant's current	_	_						
			HELD OR HOLDS A REGULA								
			☐ ELIGIBLE FOR A REGULAR ADMINISTRATIVE CERTIFICATE								
ENDORSEMENT IN	IFORMATI	ON									
	Teacher Certific	ation office for a co	omplete this section. If the "List oppy of the list. Alaska only accorts based on testing alone.								
ENDORSEMENT AREA	GRADE LEVEL(S)	YEAR OF COMPLETION	ENDORSEMENT AREA	GRADE LEVEL(S)	YEAR OF COMPLETION						
1			4								
2			5.								
3			6								
	ddition, I verify th		ements of the state-approved pr ntained ethical standards require								
	TNO OFFICE				DATE						
SIGNATURE OF STATE CERTIFY	ING OFFICIAL	PRINTED NAME	TITLE		DATE						

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This form should only be used if the applicant has completed a state-approved alternate school administrative preparation program. If the applicant has completed a state-approved, university-based administrative preparation program, the preparing university must complete an Institutional Recommendation for the applicant.

APPLICANT INFOR	MATION		· · · · · · · · · · · · · · · · · · ·
LAST NAME	FIRST NAME	MIDDLE INITIAL SOCIAL SECURITY NUME	DED
SIGNATURE	LIVOL IMPIL	MIDDLE INTIAL SOCIAL SECONOTI NOTICE	)EK
SIGNATURE			
STATE			
SIGNATURE OF STATE CERTIFYI	ING OFFICIAL PRINTED NAME	TITLE	DATE
PHONE NUMBER	- FAX NU	UMBER	
EMAIL ADDRESS			_
STAMP OR SEAL			
STATE STAMP OR SEAL (IF AVAI AVAILABLE, FORM MUST BE SIG	ILABLE). IF NOT INED IN BLUE INK		

Department of Education & Early Development, Teacher Education and Certification 801 West 10th Street, Suite 200, PO Box 110500 Juneau, AK 99811-0500 Phone: (907) 465-2831 Fax: (907) 465-2441 www.eed.state.ak.us/teachercertification tcwebma

Photocopies/faxes will not be accepted.